

INSTRUCTIONS FOR USE OF R.I. LOCAL FORMS P.3 and P.4

R.I. Local Form P. 3

This form must be used when filing any *original* schedules, including a Chapter 13 Plan (*not* amended plans) and R.I. Local Form V. When filing a complete voluntary petition, R.I. Local Form P.3 (Declaration) must be received by the Court within 15 days of the date of filing. If the petition is a complete Chapter 13 Voluntary Petition, complete meaning the RI Local Form V is included and the Chapter 13 Plan is filed contemporaneously therewith, only one R.I. Local Form P.3 is required to be received by the Court within 15 days of the date of filing, and the form should be modified to reflect that it pertains to all three of these documents. **Note: submission of RI Local Form P.3 satisfies the requirement for verification of the debtor(s) social security number, and will be used in lieu of Form B21.**

If an incomplete petition (or skeletal petition) is filed, R.I. Local Form P.3 is required to be received by the Court within 15 days of the date of filing, regarding those documents only. When the *schedules which were missing from the original petition* are filed (including the Plan and Form V in a Chapter 13 as explained above), a separate R.I. Local Form P.3 must be received by the court within 15 days of the filing of those schedules. At any time, R.I. Local Form P.3 may be modified to accurately reflect those documents to which it refers.

*A new clause has been added to insert the date on which the document was electronically filed.

R.I. Local Form P.4

This form must be received by the court within 15 days of the date of filing of any pleading which requires an original signature, except for those items identified above which use Form P.3. This includes: *amended* schedules, affidavits and any other document requiring an original signature.